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21 April 1977

MEMORANDUM FOR: Gene F. Wilson  
Chief, Information and Privacy Staff

STATINTL FROM :   
Administrative Officer, DCI

SUBJECT : Personnel Files of the Intelligence  
Community Staff

1. In view of the separate status of the Intelligence Community Staff and the independent support capability assigned to that organization, this is to inform you that I do not consider the personnel files maintained by the IC Staff to be a part of System 28.

2. While perhaps legally the IC Staff is still an organic part of the Central Intelligence Agency, in terms of administration in matters like this, it must be considered as independent from the DCI Area and treated at least as though it were a Directorate. It is my feeling that the IC Staff must report the establishment of a Personnel File System under the Privacy Act.



STATINTL

Administrative Officer, DCI

cc: Intelligence Community Staff

CIA-33 (add new #)

System name: Supplemental Personnel (Soft) Files.

System location:

Central Intelligence Agency  
Washington, D.C. 20505.

Categories of individuals covered by the system: Current or former staff or contract employees and detailed military personnel.

Categories of records in the system: Memoranda of discussions, working copies of personnel and contract actions including procedural checklists, performance appraisals, travel and shipping orders. Information concerning conduct, training, special qualifications or restrictions, dependency and residence, emergency notifications, biographic data, Letters of Instruction. Also, cables and dispatches of administrative and operational significance, and photographs.

Authority for maintenance of the system: National Security Act of 1947, as Amended—Public Law 80-253.

Central Intelligence Agency, Act of 1949, as Amended—Public Law 81-110.

Section 506(a), Federal Records Act of 1950 (44 U.S.C. Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used as a supplement to the official personnel folders by authorized operating officials to facilitate and expedite processing or procedural requirements and transactions of employees.

Serves as a management tool for administrative and operating officials for purposes of employee assignment, promotion, and career development considerations and determinations.

To refer or provide information in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing a statute or law, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By name.

Safeguards: Files are maintained in vaulted areas or approved metal filing cabinets; file release is on a controlled-loan basis to authorized officials.

Retention and disposal: Retained one year after separation from the Agency when material of soft file is reviewed to determine and destroy any duplicate records which are contained in the official personnel folder; and ensure filing of material in operational files, as appropriate.

System manager(s) and address:

XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
Washington, D.C. 20505.

Chief, Support Staff,

IC Staff

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Privacy Act Coordinator  
Central Intelligence Agency  
Washington, D.C. 20505.

Identification requirements are specified in the CIA rules published in the Federal Register (32CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records; for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Employee.

Career Service Panel.

Agency officials.

the IC Staff